

APPENDIX IV

BASIC TRAINING DIVISION

I. MISSION

The Chief, Basic Training Division is responsible for the establishment and supervision of all basic indoctrination and training conducted at headquarters for staff personnel employed by the covert offices.

II. FUNCTIONS

The Chief, Basic Training Division, shall:

A. Provide direction and supervision to the course chiefs of the Basic Training Division in the planning, organization, and conduct of various instructional programs.

B. Establish a training pattern which will insure a flexible and efficient fulfillment of basic training requirements of the covert offices.

C. In coordination with the Chief, Training Development Staff, and the Chief, Advanced Training Division, insure coordination and integration of the various phases of basic training with the advanced courses of instruction.

D. In coordination with the Chief, Training Evaluation Branch, conduct careful appraisals of students' performance, their capabilities and limitations, as observed during training, for use by the appropriate staffs and divisions of the covert offices.

III. COURSES OF INSTRUCTION

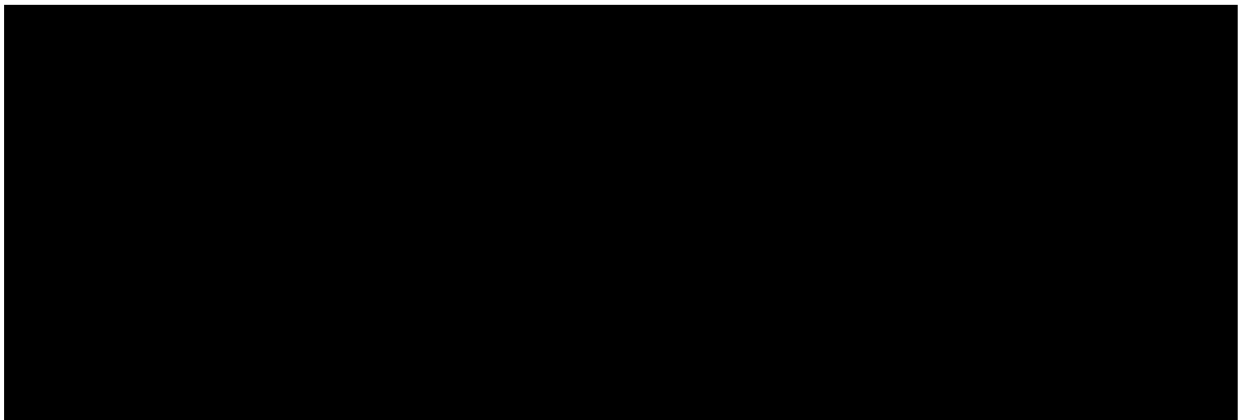
A. Basic Orientation Course

The training objective of this course is to give new employees of the covert offices an introductory orientation in the basic concepts, tools, and techniques of intelligence work. The instruction is slanted toward clandestine operations, and includes an introduction to the field of intelligence and of clandestine operations, as well as to types and uses of information, reporting, and collection of information, interviewing, map uses and techniques, security, and cover. The students are also given orientation in Marxist theory, communism, and the U.S.S.R. As a corollary to this training, the covert offices are provided with an evaluation of students' performance and an appraisal of their trait characteristics.

B. Operations Course

The training objective of this course is to give staff officers basic instruction in the principles and techniques of clandestine operations, and to prepare them for case officer assignments. The content of this course includes instruction in: organization of clandestine operations; cover concepts; operational security considerations; clandestine communications; target analysis; selection, recruitment, handling, direction and assessment of agents; and an introduction to special operational problems. As a corollary to this course, the covert offices are provided with an evaluation of students' performance and an appraisal of their trait characteristics.

C. Covert Activities Instruction



D. Staff Indoctrination Course

The training objective of this course is to provide a concise indoctrination for all covert office personnel of CIA, with particular reference to the covert offices. The content of this course includes orientation lectures and conferences dealing with the organization, mission, and functions of the agency, the principal covert office staff components, the covert operating divisions, and those elements of the agency which provide support to clandestine operations.

E. Administration Course

The training objective of this course is to prepare administrative and clerical personnel for Headquarters and field assignments with the covert offices. The content of this course includes instruction relating to the principles of, and procedures for, providing administrative support to clandestine operations, and deals specifically with the elements of security, cover, travel, leave, supply, procurement, accounting and fiscal regulations, personnel and cable, pouch and dispatch procedures. As a corollary to this training, the covert offices are provided with an evaluation of the students' performance.

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F. Reception and Interim Training

The objective of this training is to provide tailor-made programs of instruction for individuals in the following categories: those who have recently entered on duty awaiting full security clearance; those who have received security clearance and are awaiting entrance into formal courses of instruction; those who have been fully cleared and partially trained and are awaiting commencement of further courses of instruction; and those who have been fully trained and are awaiting assignment or dispatch to overseas stations. The programs of instruction are adjusted for each case to individual requirements, and include directed study in fields of area background, as well as directed study in fields of specific operational problems or techniques, i.e. familiarisation with Order of Battle, Interrogation Techniques, etc.